

## Delaware Council on Real Estate Appraisers

### Directions for Appraiser Control Sheet

1. Print name of appraiser.
2. Write Appraiser License Number on space provided.
3. Print name of *supervising* appraiser.
4. Write *supervising* appraiser's license number on space provided.
5. List client and property address.
6. Print type of property.  
Examples:   Res. (Residential)                      Ind. (Industrial Property)  
              M.F. (Multi-Family)                   Off. (Office Building or Complex)  
              Apt. (Apartment Complex)       Comm. (Commercial Property)  
              S.P. (Special Purpose Property)
7. Indicate whether land is improved (I) or unimproved (U).
8. Print purpose of appraisal.  
Example:   M = Mortgage       S = Sale  
              E = Estate           O = Other  
              D = Divorce
8. Write date of inspection. (Month/Day/Year)
9. Print the initials of the person contributing to each category. The appraiser should initial the white areas under each category, and the supervising appraiser should initial the gray areas.
10. There must be a separate log sheet for work performed under each supervising appraiser.

Revised: 10/15/02, 8/8/05

Delaware Council on Real Estate Appraisers Appraiser Control Sheet				Inspected By	Neighborhood Analysis and Description	Site Analysis and Description	Improvement Description	Highest and Best Use Analysis	Market Data Research	Income Approach	Cost Approach	Market Approach	Value Conclusion	Reconciliation and Conclusion	Sign Report	Estimate of Hours Involved
Appraiser Name: _____	Appraiser License # _____	Supervising Appraiser: _____	Supervising Appraiser License # _____													
Client/ Property Address	I Or U	Property Type/ Purpose	Date of Value													
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TOTAL HOURS ON THIS PAGE:\_\_\_\_\_

